



Position Description

Director of School Safety & Security

Salary Level: As per Act 93 Grade III

Contract/Benefits: As per Act 93

Department or Area: Operations

Reports To: Director of Operations

Prepared Date: January 13, 2022

Prepared by: Dr. Ramona Hollie-Majors, Director of Operations

Approved By: Jennifer M. Ramos, Deputy Superintendent of Operations

Qualifications:

1. Hold a Bachelor's degree from an accredited college or university. Masters preferred.
2. Have extensive work with law enforcement agencies.
3. Be able to work with police and safety personnel as well as school district staff.
4. Hold and maintain a valid driver's license with no serious violations.
5. Proficient with technology and use of safety systems and software (Navigate, video surveillance, etc.)
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151)
9. Such additional or alternatives to the above qualifications as the board or superintendents may determine appropriate and acceptable

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Summary

The Director of School Safety will maintain a safe and secure environment for students, employees and visitors by helping to develop, establish and enforce safety and security policies, access control procedures, accident prevention efforts, support risk management efforts, fire, safety, emergency management, and asset protection. The Director of School Safety performs tasks in developing, implementing, and managing programs designed to effectively address security and school safety needs. Employee is responsible for coordinating a comprehensive school safety program, which includes

working with local law enforcement agencies. Employee works extensively with the Director of Operations, school administrators and ASD community on all areas of school safety. Work also involves implementing training programs pertaining to matters of safety and security for site-based administrators and teachers.

Essential Duties and Responsibilities:

1. Coordinates a comprehensive security/school safety program, policies and procedures by studying organization operations and schedules; establishing internal controls; conducting inspections as appropriate; reporting potential hazards to appropriate departments; creating and updating ASD School Board policies and Standard Operating Procedures, safety and security manuals
2. Coordinates school safety compliance with federal, state and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements.
3. Coordinates safety planning and practice to support academic processes of each school by creatively implementing best practices in safety, security and emergency preparedness with proper adaptation to the environment, creativity and innovation so the process of education can be enhanced rather than impeded by safety efforts.
4. Conducts and coordinates safety, security and emergency preparedness training by developing, scheduling and/or facilitating training for staff, students and public safety officials relating to school safety, security and emergency preparedness.
5. Secures facilities, equipment, students and personnel by working in conjunction with the appropriate departments in recommending safety and security equipment purchases and upgrades; maintaining records of fire and other emergency drills and conducting drills when appropriate; supervising and maintaining access control and key distribution
6. Serves as a liaison with local law enforcement agencies. Working directly with local law enforcement agencies during critical incident situations and follow-up.
7. Works with appropriate departments to meet operational security needs within budget; works with Finance, Facilities and Maintenance departments for capital improvements as needed; schedules expenditures.
8. Assists in the development and implementation of security plans for special events.
9. Advises and assists site-based administrators in matters involving criminal activities on school campuses.
10. Coordinates with site-based administrators, Maintenance and Facilities Departments to address and correct safety/security issues on school campus.
11. Advise architectural design teams for construction and renovation projects relative to school safety.
12. Prepares memos, reports, drawings, etc. related to safety and traffic issues on school campus; presenting them to appropriate school directors.
13. Receives all reports of school crime from site-based administrators and maintains statistics regarding this information.

14. Communicates with other schools on matters related to school safety.
15. Director of School Safety participates in annual trainings to stay current on laws, policies and procedures regarding school safety.
16. Attends parent organizational and school board meetings as necessary.
17. Performs other related work as required.

Essential Duties and Responsibilities:

Supervises safety and security staff; Responsibilities include interviewing, recommending hiring, and training employees; planning and coordinating work; appraising performance; addressing complaints, and resolving problems. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Meets commitments made to parents and the community; Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills.

Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of principals and staff above own interests and recognition; Able to build group commitment to goals and objectives; Gives appropriate recognition to others.

Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

Leadership Skills

Provides vision and inspiration to peers and subordinates; Mobilizes others to fulfill the vision; Displays passion and optimism; Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently when appropriate; Sets expectations and monitors delegated activities; Provides recognition for results.

Includes principals and staff in planning and decision-making; Make self accessible to principals and staff; Provides regular performance feedback to principals and staff; Continually works to improve supervisory skills.

Synthesizes complex or diverse information; Collects and analyzes data; Uses research, experience and intuition to complement data.

Observes safety and security procedures when appropriate; Determines appropriate action beyond safety and security guidelines.

Identifies and resolves problems in a timely manner; Gathers and analyzes facts relating to the problem skillfully; Develops alternative solutions; Works well with group problem-solving situations; Uses reason even when dealing with emotional topics.

Organizational Skills

Works within approved budget; Conserves district/school resources.

Shows respect and sensitivity for cultural differences; Educates others on value of diversity; Promotes a harassment-free environment; Assembles a diverse staff.

Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district/school's goals and values.

Develops strategies to achieve district/school goals; Understands district/school's strengths and weaknesses; Aligns work with strategic goals; Adapts strategy to changing conditions.

Physical Demands

The physical demands described here are representative of those that must be met by a coordinator to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the Director is regularly required to talk or hear. The Director is frequently required to walk, climb stairs, and bend. The Director is required to use hands to fingers or handle documents, telephone, etc. The Director is occasionally required to

stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated by the Director of Operations according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by:		Date:	
	<i>Individual serving in this position</i>		